

## Critical Steps for DWSRF Loans

### 1. Identify Project on the Priority List:

- Submit a Construction Project Ranking and Nonproject Set-Aside Expenditure Input form
- Forms are available in the current Intended Use Plan (IUP)
- IUP can be located at <http://www.state.nj.us/dep/watersupply/loandata.htm>

### 2. Attend a Pre-Planning Meeting:

- Although this step is not required, it is highly recommended
- Discuss program requirements and schedules
- DWSRF staff is also available to make site visits to provide additional information and answer questions before a formal pre-planning meeting

### 3. Submit Commitment Letter and Planning Document:

- The SFY04 cycle deadline is October 6, 2003
- Planning document is a general summary of project scope and environmental concerns (must include a map)
- Sample commitment letter is available in Appendix A of IUP
- IUP can be located at <http://www.state.nj.us/dep/watersupply/loandata.htm>

### 4. Submit Design Document and Loan Application:

- Plans, specifications, loan application and all permit applications must be submitted
- The SFY04 cycle deadline is March 1, 2004

### 5. Submit Financial Documents:

- The deadline is the end of May each year
- The NJEIT financial seminars are held in April

### 6. Loan Award:

- Loans are closed in escrow in August and September of each year
- Loans are awarded November of each year
- Must have all applicable permits and approvals in place and be certified by NJDEP
- Projects that are certified are funded in order of placement on the Priority List